

STORAGE OF DOCUMENTS UNDER THE RESPONSIBILITY OF THE STUDENT

Regarding the student's own legal protection, it is important to store the anonymised data of the thesis and the documents related to the writing of the thesis for one year from the date of approval of the thesis in case of a possible post-publication review, ensuring data protection and information security. The storage period of contract documents, such as a thesis agreement and a transfer agreement, is longer. Other material should be destroyed immediately after the thesis has been approved, unless separately agreed upon with the Häme University of Applied Sciences or the commissioning party.

Häme University of Applied Sciences is responsible for storing the documents for their part in accordance with the records management plan.

Document	Storage period and/or location
Ethical review statement	1 year from the date of approval of the thesis
Research permit	1 year from the date of approval of the thesis
Thesis plan	1 year from the date of approval of the thesis
Data management plan	Student stores as a part of their thesis
Consent of the research subjects to participate in the study (= informed consent)	1 year from the date of approval of the thesis (regardless of the form in which the consent has been saved)
Privacy notice	Student stores as a part of their thesis
Consent to the processing of personal data	1 year from the date of approval of the thesis
Consent to the processing of personal data (= explicit/informed consent), data belonging to specific ("sensitive") categories of personal data	1 year from the date of approval of the thesis
Accompanying letter to the participants of the study	Student stores as a part of their thesis